



## Nashville Metropolitan Government ADMINISTRATIVE ORDER

<b>SUBJECT:</b> Vehicle and Equipment Configuration	<b>ORDER NO.:</b> 06-09 <b>REVISION NO.:</b> 01
<b>ISSUED BY:</b> Department of General Services	<b>EFFECTIVE DATE:</b> October 1, 2014

1. Governing Authority

Executive Order No. 031

2. Background

The efficient and effective delivery of many services by Metro agencies is dependent upon the availability motor vehicles and equipment. OFM is responsible for ensuring that vehicles and equipment are accessible and efficiently used for Metro business. The intent of this administrative order is to provide guidelines for the consistency and standardization in the marking, identification and configuration of Metro-owned vehicles and equipment.

3. Applicability

This order applies to all motor vehicles and equipment rented or leased by or titled to any Metro agency. Licensing procedures apply to all Metro vehicles and equipment as required by law, regardless of the unit type or funding source.

Requests for exemptions from any of the provisions of this order must be submitted to the Director of General Services for review, except where otherwise noted within this order.

4. Definitions

- Agency – A Metro agency, department, institution, board, bureau, or authority issued vehicles or equipment through OFM.

<p style="text-align: center;"><b>Department of General Services</b> <b>ADMINISTRATIVE ORDER 06-09, REV. 01</b></p>
---

- Agency Fleet Coordinator – Employee designated in each agency to serve as the primary contact and liaison between the agency and OFM and to manage and monitor the agency’s use of vehicles, equipment, and the OFM fuel program (reference General Services Administrative Order 08-14).
- Agency Head – An agency’s chief executive officer or designee.
- Equipment – All units managed and maintained by OFM that do not meet the definition of a vehicle.
- Metro – Metropolitan Government of Nashville and Davidson County.
- OFM – Department of General Services, Office of Fleet Management.
- Unit – A term for any or all vehicles and equipment subject to this order.
- Vehicle – Any self-propelled, rubber-tired unit capable of being licensed in the state of Tennessee for over the road travel.

5. Title and Registration

All Metro fleet units shall be registered and have a license plate affixed as required and prior to operation in accordance with *Tennessee Code Annotated* § 55-4-223. OFM is responsible for obtaining titles for and registering Metro units.

5.1 Registration. When filing application for certificate of title and registration, OFM must provide the Davidson County Clerk with the following:

- a completed title and registration application;
- a *Government Service Vehicle Registration Application*; and
- for new units, a manufacturer’s certificate of origin and new vehicle invoice; or
- for used units, a properly assigned Certificate of Title, seizure documents, or court order.

The County Clerk will issue a license plate and registration certificate and forward the title application to the Tennessee Department of Revenue for issuance of the certificate of title.

5.2 License Plate. Government Service plates shall be affixed to all Metro vehicles, except a regular series license plate may be issued and affixed for the following reasons:

- Blind Registration issued to conceal the identity of officials or department heads.

<p style="text-align: center;">Department of General Services ADMINISTRATIVE ORDER 06-09, REV. 01</p>
---

- Undercover Registration issued in a bogus name to conceal the identity of law enforcement officers involved in surveillance or undercover activities.

In which case, the respective agency must complete and the agency head must sign a *Government Service Vehicle Registration Application* (indicating blind or undercover registration and providing a bogus name and address as appropriate). Then, the Agency Fleet Coordinator forward it to OFM for processing through the Tennessee Department of Revenue, Vehicle Services Division.

A vehicle must be titled and registered with a government service plate prior to being issued an undercover registration.

- 5.3 License Plate Transfers. Government Service plates shall be valid until the transfer of ownership or the destruction of the respective vehicle and are transferrable to other government vehicles upon application by OFM (transfer fees may be assessed).
- 5.4 License Plate Termination. Registration certificates and Government Service plates shall be valid until the transfer of ownership or the destruction of the respective units at which time the registration shall expire. When no longer used, license plates shall be removed from Metro units and returned by OFM to the Davidson County Clerk for destruction.

6. Unit Markings

- 6.1 Standard Vehicle Decal. OFM shall affix, to the front door of each side of any vehicle owned or leased by Metro, a clearly visible decal or seal containing the name of or otherwise identifying the agency to which the vehicle is assigned. This requirement shall not apply to a vehicle used for law enforcement or prosecution purposes or assigned to transport an elected Metro official.
- 6.2 Special Agency Vehicle Decal. Respective agencies are authorized to have their assigned vehicles marked with agency specific, specialty decals. Such specially designed decal must clearly identify the agency as being a Metro entity, specify "For Official Use Only," and be affixed to the front door of each vehicle side.
- 6.3 OFM Unit Identification Number.

<p style="text-align: center;"><b>Department of General Services</b> <b>ADMINISTRATIVE ORDER 06-09, REV. 01</b></p>
---

OFM assigns and affixes a unique, alpha-numeric unit identification number to each vehicle and piece of equipment. Beginning with units acquired in FY 2006, the OFM unit identification number shall be a minimum of six-digits consisting of four (4) numbers and two (2) letters. The numbers will be assigned sequentially, and the letters assigned will be a code using the following letters and associated numbers (immediately below them):

A	B	C	D	E	F	G	H	I	J
1	2	3	4	5	6	7	8	9	0

for the fiscal year in which the unit was procured. For example, the unit identification number, "2597JF," means that the vehicle or equipment was purchased in FY 2006. (Any units acquired before FY 2006 retain the identification number format in use at the time.)

OFM will ensure that there is no duplication of unit identification numbers, which will also be used in the enterprise asset management system and affixed to respective copies of the certificate of origin, dealer invoice, title, and registration that are retained in OFM central files.

To further identify assigned units, an Agency Fleet Coordinator may assign an additional three digit number/character to be placed immediately following the final character of the OFM unit identification number.

7. Lighting

All lighting installed on Metro units must comply with T.C.A. 55-9-401, *et seq.* and any applicable provisions of the Metropolitan Code of Laws. Further, any non-emergency vehicle lighting configuration must be approved by OFM management.

8. Configuration Management

No Metro vehicle or piece of equipment shall be modified without the written approval of OFM management. Examples of such regulated modifications are:

- window tinting (governed by T.C.A. 55-9-107)
- accessories or equipment that must be mounted by means of bolts or welding, or that require wiring changes, including but not limited to:
  - tool boxes;
  - tow packages;
  - air compressors;

<p style="text-align: center;">Department of General Services ADMINISTRATIVE ORDER 06-09, REV. 01</p>
---

- cranes; and
- additional lighting.

9. Compliance and Enforcement

All employees share in the responsibility for compliance with this order. Any violations should be brought to the attention of an appropriate agency supervisor. Further, the Agency Fleet Coordinator is responsible for overseeing and managing compliance and ensuring the maintenance of comprehensive documentation demonstrating that the agency is in compliance with all requirements of this order.

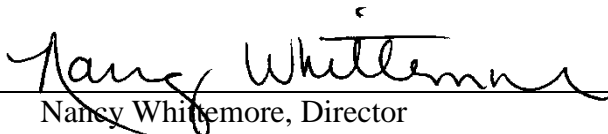
Each Agency Head is responsible for the enforcement of this order and may issue policy and procedures that are more restrictive than or supplementary to the requirements of OFM administrative orders, policies, and procedures.

10. Disciplinary Action

Disciplinary action to be taken when employees violate the requirements of this order shall be consistent with policies and procedures set by each agency and, to the extent applicable, the rules of the Civil Service Commission.

11. Order Documentation

Administrative Orders are issued to Agency Heads via email and are posted on the Inside Metro website under General Services.

  
\_\_\_\_\_  
Nancy Whittemore, Director  
Department of General Services

9-2-2014

\_\_\_\_\_  
Date